

DIRAUX to SECCEN
USCG AUXILIARY PSI PACKAGE CHECKLIST

*** IF ANY QUESTIONS IN PART III ARE ANSWERED **NO**,
DO NOT SUBMIT PSI PACKAGE TO SECURITY CENTER***

I. OS PSI Package:

- ___ a. 2 **FD-258** Fingerprint Cards w/original signatures completely filled out?
- ___ b. 1 **ANSC-7001 (1-07)** pg 2 of the Enrollment Application – Verification of U.S. Citizenship completed and signed by Authorized Representative along w/copy of document included.
- ___ c. 1 **ANSC-7001 (1-07)** pg 4 of the Enrollment Application/OFI Form 86C Special Agreement Check (SAC) that includes blanks for Mother’s full name, Maiden name, and Father’s full name completely filled out?
- ___ d. 1 **ANSC-7001 (1-07)** pg 5 of the Enrollment Application/Standard Form 85(E) Authorization for Release of Information w/original signature completely filled out?

II. DO PSI Package:

- ___ a. 2 **FD-258** Fingerprint Cards w/original signatures completely filled out?
- ___ b. 1 **DHS Form 11000-9**, Fair Credit Reporting Act Release, **w/original signature** completely filled out?
- ___ c. 1 **e-Qip form of SF 86**, (Questionnaire for National Security Positions) completely filled out and submitted electronically w/pg 9 & 10, **w/original signature** completely filled out?
- ___ d. 1 **Verification of U.S. Citizenship** USCG AUXILIARY/SECCEN form signed/verified?
- ___ e. **** You have 30 days to mail the fingerprints, DHS Form 11000-9, and signed original PG 9 & 10 signature pages to SECCEN after submitting an e-Qip file. Otherwise the Electronic SF-86 will be rejected by SECCEN. ****

III. PROSPECTIVE MBRS. w/a FELONY CONVICTION

(Ref. AUX MANUAL, COMDTINST M16790.1F, Ch 3, A.4.c.1.)

- ___ a. Did **prospective member** w/a felony provide records regarding the felony(s)?
- ___ b. Did **prospective member** provide a letter of explanation?
- ___ c. Did **DIRAUX** determine the felony to be waivable and will grant a waiver?
(If not a waivable offense, DIRAUX must reject the application.)

IV. PRIOR/CURRENT CLEARANCES

- ___ a. Does **prospective member** have a prior or current clearance w/in 10 years?
- ___ b. Did **prospective member** supply a copy of a source document?
- ___ c. Did **DIRAUX** attach & endorse "Prior/Current Clearance cover sheet" with PSI package?

V. DIRAUX AUXDATA INPUT & VERIFICATION

- ___ a. Is **prospective member** in AUXDATA?
- ___ b. Does name in PSI package match AUXDATA information exactly?
- ___ c. Does **DIRAUX REQUIRED** in AUXDATA match PSI package being processed?
- ___ d. Verify PSI package is complete. Populate *DIRAUX submission to SECCEN* date.

Sent to USCG SECCEN for processing? DATE ___/___/___ BY:_____

ANY QUESTIONS OR CONCERNS, PLEASE CONTACT USCG SECCEN 03/13/2007ALJ